



CITY MANAGER'S **UPDATE**

Monthly report to the City of Annapolis City Council

AUGUST 2016

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Performance Measures

Police Calls and Service Times

Communications Section:

Call Center Activity

* The communications section processed 3,033 calls for police service. This is an average of 97.8 calls per day. The prior month of July 2016 totaled 3,340 for an average of 107.7 calls per day.

**** NOTE: 209 cfs were for frequent checks

* The communications section processed 8513 telephone calls through the center totaling 9400 talk minutes. Average number of telephone calls per day was 274. Emergency 9-1-1 calls totaled 967 Telephone calls for the prior month of July 2016 totaled 8062 for an average of 260 per day. July 9-1-1 calls totaled 963.

Month	2013	2014	2015	2016	Average Emergency Response Time	PI Accident/ Response	Armed Subject/ Response	Shots Fired/ Response
January	2596	2894	2571	2673	2:11 Minutes	9 = 1:30	5 = 2:30	16 = 1:46
February	2399	2714	2422	2585	1:57 Minutes	7 = 0:52	2 = 1:06	5 = 3:55
March	3117	2885	2714	2884	1:35 Minutes	17 = 1:59	9 = 1:03	14 = 1:43
April	2931	3005	2808	2925	1:12 Minutes	19 = 1:25	7 = 0:51	15 = 1:20
May	3145	3197	2961	3089	2:03 Minutes	22 = 1:30	8 = 2:03	15 = 2:36
June	3051	3161	3059	3096 +630 fc	1:44 Minutes	18 = 2:59	12 = 1:00	21 = 1:14
July	3176	3515	3076	2945 +495 fc	1:30 Minutes	29 = 1:18	7 = 2:06	14 = 1:07
August	2995	3280	3064	2824 +209 fc	2:11 Minutes	12 = 2:00	14 = 2:21	20 = 2:14
September	3342	3129	2892					
October	3269	3158	2805					
November	3472	2763	2871					
December	2670	2551	2512					
Totals	36252	36252	33,755	23,021				
Avg Per Day	99.5cfs	98.5cfs	92.4cfs	94.8cfs				

Crime

Crime	Murder	Rape	Rob Arm	Rob NWU	Agg Aslt	Burg-Res	Burg-Com	Larc	MV	Total
August 16	0	1	4	3	19	25	2	61	5	120
August 15	0	1	5	4	6	16	6	68	2	108
Dif +/-	0.0%	0.0%	-20.0%	-25.0%	216.7%	56.3%	-66.7%	-10.3%	150.0%	11.1%
			Monthly	Total				Monthly	Total	
Violent Crime Diff +/-			27/16	68.75%	Property Crime Diff +/-			93/92	1.08%	
YTD 16	7	16	23	16	105	115	16	448	22	765
YTD 15	1	5	25	14	70	105	29	511	33	795
YTD%	600.00%	220.00%	-8.00%	14.28%	50.00%	9.52%	-44.83%	-12.33%	-33.33%	-3.77%
YTD	Violent Crime YTD (Diff # / %)			167/114	46.49%	Property Crime YTD (Diff # / %)			601/678	-11.36%

Condition Index for Streets

- Total length of City streets – approximately 90 miles of roadway are City maintained.
- Weighted average “Remaining Surface Life” of City streets – 8.1 years
- FY2017 paving total – 1.08 miles

Diversion Rate of Solid Waste from Disposal at a Landfill

- August diversion rate – 39.7%
- 12-month (September 2015 – August 2016) diversion rate – 41.5%

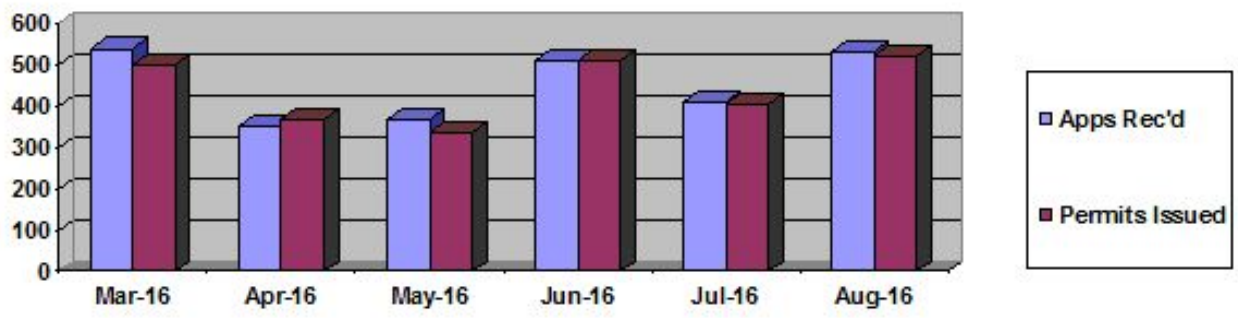
Water Quality Testing Results

- There were no water quality issues with the August 2016 water samples.
- There were no water quality issues with water samples taken in 2015.

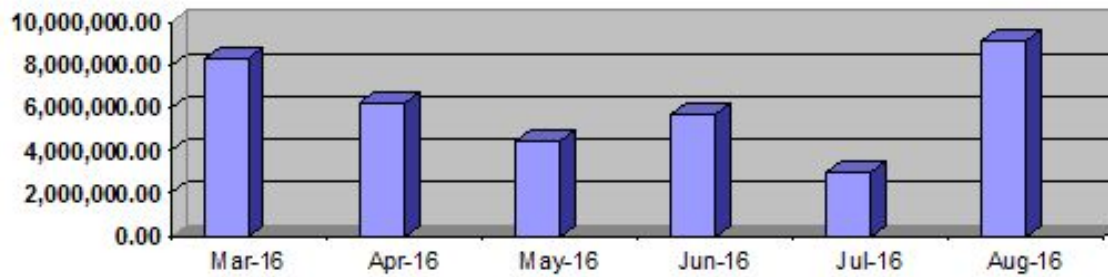
Permits

530 permit applications were received.

518 permits were issued.



Value of Private Construction - \$9,073,701.15



Private Construction Inspection Performed

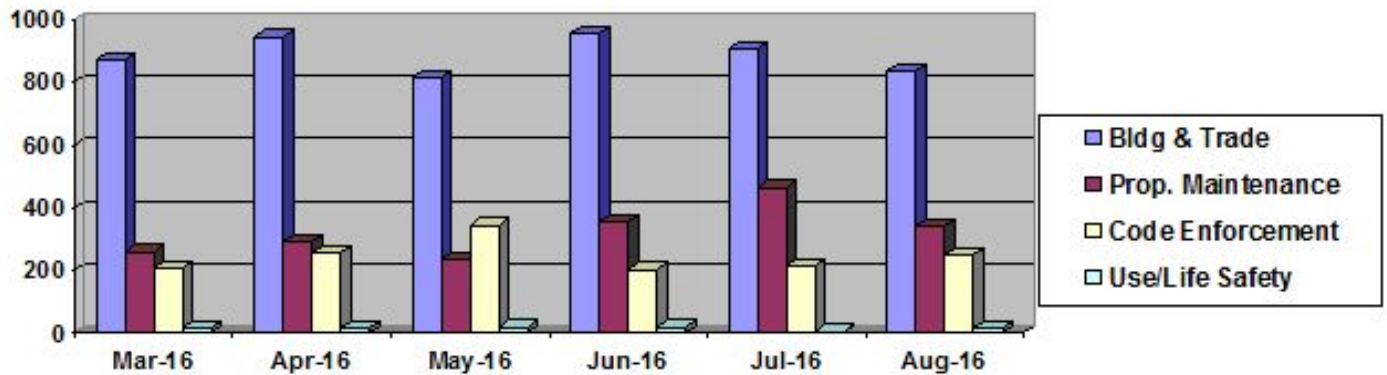
839 Building and Trade Inspections

247 Code Enforcement Inspections

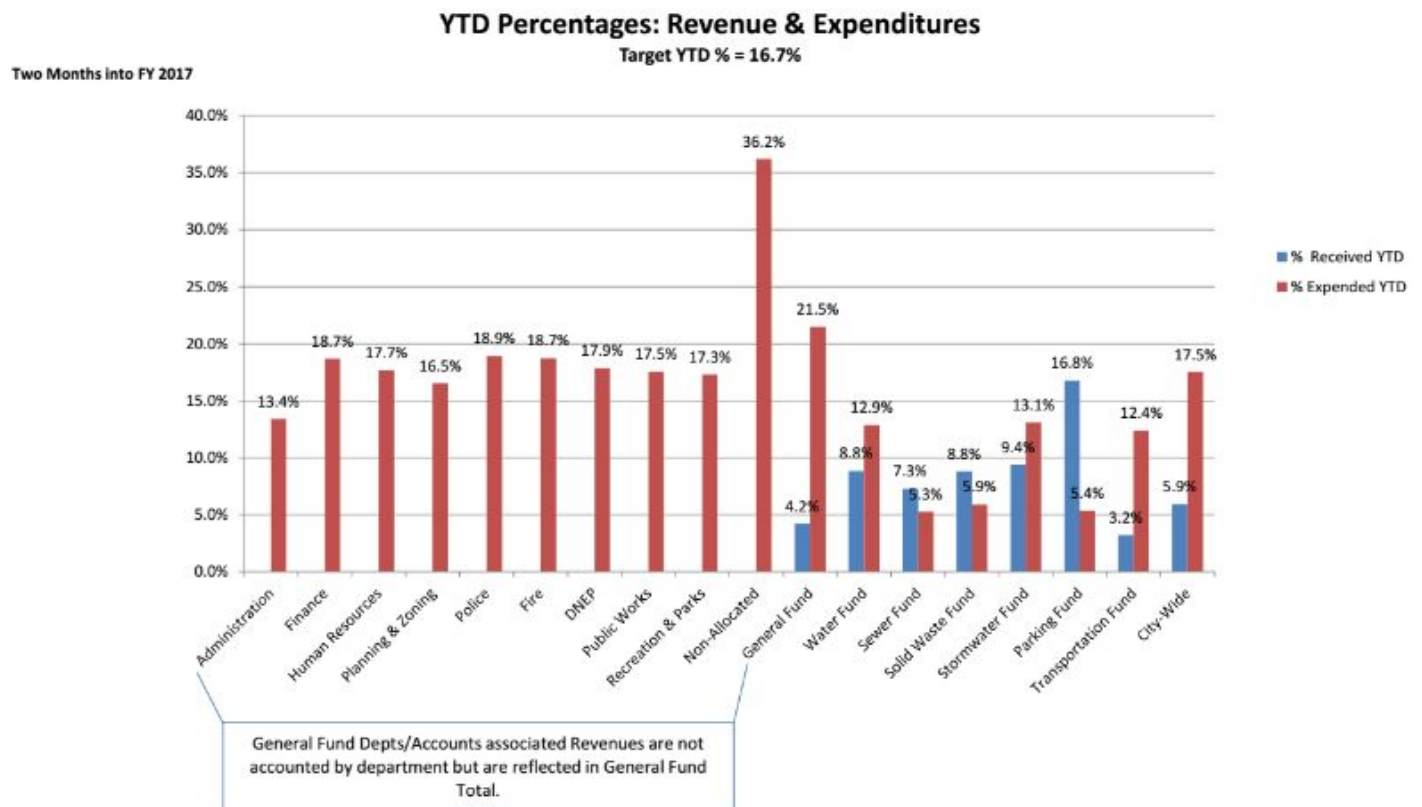
17 Use/Life Safety Inspections

339 Property Maintenance (Also 150 units - Annapolis Garden Apts; 20 units - Gibson's Lodging;

215 units - Lowe's Hotel; 3 Units - Reynold's Tavern Inn; 150 units - Marriott Hotel)



Budget Status



Central Purchasing

Current Procurements

RFP 16-04 – Assessment of Corrective Measures – Annapolis Landfill

- 2 Proposals received. Award on hold.

RFP 16-09 – Transit Bus Electronic Fare Box Collection System

- Awarded to TripSpark. Contract in process.

RFP 16-20 – Truxtun Park Pool Management and Operation Services

- 1 proposal received. Review in progress.

RFP 17-03 – Construction Services – Stanton Center Floor Replacement

- Bids due 9/14.

IFB 17-04 – Emergency Generator Maintenance Services

- 5 Bids received. Review in progress.

IFB 17-05 – Chesapeake Avenue Water Main Replacement

- Bids due 11/15. Major revision to specifications.

RFP 17-09 – Investment Consulting Services

- Proposals due 10/11.

Completed Procurements**RFP 14-14 DPW Maintenance Facilities – Design/Build Services**

- Awarded to Gardiner & Gardiner. Design scheduled for 6 months (October).

RFP 15-12 Annapolis Renewable Energy Park

- Awarded to BQ Energy. Lease approved. Project scheduled for Spring 2017 completion.

RFP 15-22 – APD Firing Range Ventilation System

- Awarded to Careys Heating and Air Conditioning. Project scheduled for October 2016 completion.

RFP 15-23 – Upper West Street Sector Study

- Awarded to AECOM. Study scheduled for December 2016 completion.

RFP 16-06 – Energy Performance Contracting

- Awarded to Honeywell International. Energy audit scheduled for October 2016 completion.

RFP 16-16 – Design Services – PMRC Ball Field Renovations

- Awarded to First Capital Engineering. Project scheduled for September 2016 completion.

IFB 16-17 – Modifications to Five Water Tanks

- Awarded to Nostos SS Contractors. Project scheduled for August 2016 completion.

RFP 16-21 – Working Waterfront Awareness Program

- Awarded to Vitalink. Project to be completed by February 2017.

IFB 16-22 – Davis Street End Park Reconstruction

- Awarded to Dade Star Group. Project scheduled for August 2016 completion.

IFB 16-23 – Admiral Farragut Water Tank Painting

- Awarded to Manolis Painting, Inc. Project scheduled for October 2016 completion.

RFP 16-28 - EOC Workstation Upgrade

- Awarded to Adaptaspace. Project scheduled for August 2016 completion.

Pending Procurements**IFB 16-24 – Admiral Farragut Stream Restoration**

- Draft in progress. Anticipated release TBD.

RFQ 17-07 – Stormwater Management Program

- Draft in progress. Anticipated release TBD.

IFB 17-08 – PMRC Ballfield Grading

- Draft in progress. Anticipated release TBD.

RFP 17-10 – Mosaic Tile Public Art

- Draft in progress. Anticipated release TBD.

RFP 17-11 – Actuarial Services – Loss and ALAE

- Draft in progress. Anticipated release TBD.

RFP 17-12 – Forest Drive Sector Study

- Draft in progress. Anticipated release TBD.

RFP 17-13 – Actuarial Services – Pension and OPEB

- Draft in progress. Anticipated release TBD.

Capital Projects

Pump Station Replacement/Rehabilitation

Second St. PS Wetwell Rehab – Replacement of the access hatch, wetwell door and exhaust ducts was completed in August. The contract for the wetwell rehabilitation project has been closed out. The replacement of an interior wetwell door, an exterior door, and a few broken windows is expected to be completed in September.

Sewer Rehabilitation and Water Distribution

Sewer Cured-in-Place Pipe (CIPP) Rehabilitation (72006) – Additional pipe televising work is scheduled for mid-September. The locating of a buried City manhole on USNA property is anticipated in September once the surrounding utilities have been located and marked. The CIPP rehabilitation work is scheduled to start at the end of September. USNA Flowmeter (72006) – Review of data continues to aid in evaluating available approaches to USNA sewage flow measurement. Buried Asset Evaluation (72006 & 71003) – The final GHD Comprehensive Assessment Plan, ten-year plan and software review are due after the P&Z land use plan is provided this month; as-built lookup development continues; and additional condition assessment work including pipe forensics and CCTV contract finalization is underway. Water Meter Purchases (71003) – Radio read meters continue to be purchased and installed.

Water Tank Rehabilitation

The Farragut tank work has begun. Work has included interior safety improvements, setup of containment scaffolding and identification of additional needs including exterior door and interior platform installation.

New Water Treatment Plant (WTP)

WTP Design/Build (D/B) – Project work and related activities completed this month included commissioning preparation; chemical and filter building masonry; chemical building roof truss and decking; equipment installation; removable temporary operator access bridge installation; drainage and finished water piping; and electrical/blower room work.

City Dock Bulkhead Replacement, Phase 2

Project completed on April 8, 2016. Retainage was released. SWM design and construction remains. Potential location identified in Truxtun Park.

Landfill Gas Mitigation

DPW has resumed negotiations with MDE on the Draft Agreement so that a clear course of action can be determined for the site mitigation. Sampling work continues for semi-annual monitoring events.

Stormwater Management Retrofit

For the storm drain at the end of Prince George Street, the feasibility of alternative drainage concepts were reviewed and recommendations have been provided. The project engineering firm will prepare the engineering design of the selected drainage solution.

City Hall Projects - Heating, Ventilation and Air Conditioning (HVAC) Replacement and Generator Installation

The HVAC systems for both the City offices and Council Chamber were completed. The copper dormer are scheduled to be completed during the week of September 12. The new generator is completely wired. Cummins Power to schedule start up the generator during the week of September 12.

Maintenance Facilities

60% design drawings are scheduled to be completed and submitted for the City's review City by September 23. The 60% cost estimate will be completed and sent to the City on October 14. All site design items including grading permits, critical areas, and special exemption applications will be submitted to the City by September 23. The work associated with the temporary trailers is scheduled to start on September 26.

Road Resurfacing

The 2016 Resurfacing Program continued. Paving work on Chinquapin Round Road and Drew Street was completed, with permanent striping to follow.

Main Street Reconstruction

Preliminary design has been completed. The construction is being planned to start in January 2018, with completion in June 2018. An inventory of buildings with sprinkler system connections indicates that approximately 50 buildings do not have sprinkler connections. The estimated cost to install connections for these locations as part of the Main Street project is in excess of \$1,000,000.

Cornhill Street Sidewalks

Two pre-application meetings were held with HPC regarding the Cornhill project. With funding now approved in the FY17 CIP, this project is scheduled to be presented at the HPC September meeting with the intention to bid in the fall of 2016.

Wayfinding Sign Program

Signs are due to be shipped from fabricator on or about September 8, 2016.

Stormwater Management – Flood Risk Mitigation

The Army Corps of Engineers (USACE) completed data compilation, mapping and review of existing downtown stormwater system. USACE contracted with Gannett Fleming to perform stormwater system modeling. The final report and completed model will inform the stormwater system engineering design. DPW concurrently preparing an RFP for the engineering design of the storm drain modifications.

Truxtun Park Ballfield Grading

Reviewed 60% design submittal. Engineer did not meet RFP design criteria. Returned review comments and held teleconference to discuss concerns. The resubmittal of the design is due on September 6.

Personnel Update

New Hires

Police: Police Acct Equip Administrator
Transportation: Bus Driver PT
Recreation and Parks: Rec Temp

Promotions/Internal Vacancies Filled

PW: Bureau Chief - Engineering
PW: Equipment Operator II

Law Office Report

Open Litigation

Case Name	Dept	Comments
City of Annapolis v. SPAW, LLC (Municipal Infractions) A.A. District Court Case No. 3z36100886, 5z36100888	HPC	Oral arguments on appeal by SPAW, LLC to Court of Appeals re: vinyl windows @ 2 Maryland Ave. scheduled for 9/8/16; awaiting CSA opinion
McShane Glover – PJR A.A. Circuit Court Case No. C-2014-190935 AA (L72-14)	HPC	Circuit Court affirmed Board of Appeals decision. Glover appealed to Court of Special Appeals; Briefs filed; arguments pending
Stansbury v. COA U.S. District Court of MD, Civil Action No. 1:15-CV-497-GLR	PW	Complaint and Answer filed; Amended Complaint filed; Answer filed; discovery ongoing
Sheahan PJR (3 Revell Street) A.A. Circuit Court Case No. CV-2015-001576 (L56-15)	HPC	Circuit Court affirmed HPC's decision. Petitioners appealed to Court of Special Appeals; oral arguments pending
City v. Neal, et al. A.A. District Court Case No. CV-15-008769 (L78-15)	DNEP	Complaint filed; Answers filed; trial postponed; new trial date pending
COA v. 94 East Street heirs A.A. District Court Case No. D-07-CV-15-005092 (+77)	DNEP	Complaint filed; 78 municipal citations total; trial date pending
Spearman – PJR A.A. Circuit Court Case No. C-02-CV-15-002386	APD	Petition for Judicial Review of a decision of an APD trial board sustaining charges against the officer; Notice of Intention to Participate filed; briefs/oral argument pending
Annapolis Neck Peninsula Federation – PJR A.A. Circuit Court Case No. C-02-CV-15-001510	P&Z	Petition for Judicial Review of a decision of the Building Board of Appeals affirming DNEP's approval of Forest Conservation Plan for Parkside Preserve; Motions hearing occurred 4/11/16; re-hearing on 8/9/16; Motion to Dismiss granted; City filed appeal to Court of Special Appeals challenging denial of right of citizens to seek judicial review
Jones v. COA A.A. Circuit Court Case No. C-02-CV-15-002931	DOT	Complaint and answer filed; discovery ongoing
Hodges v. COA U.D. District Court of Maryland Case No. 1:15-CV-03537	APD	Complaint and Answer filed; discovery ongoing
Erie Insurance/Mutschler v. COA A.A. District Court Case No. D-07-CV-15-003349	DOT	Complaint filed; awaiting new trial date
Sparrow v. COA U.S. District Court Case No. 1:16-CV-01394-WMN	APD	Complaint and Answer filed; discovery ongoing

Bernstein – PJR A.A. Circuit Court Case No. C-02-CV-16-000729	DNEP	Appeal of Port Wardens’ decision; Petition and response filed; oral arguments scheduled for 9/19/16; City withdrew participation
Thomas – PJR A.A. Circuit Court Case No. C-02-CV-16-002097	APD	Appeal of Police Safety Disability & Retirement Board decision affirming HR director’s decision to deny disability retirement application; memoranda pending
Massey v. COA, et al. A.A. District Court Case No. D-07-CV-16-004580	DOT	Complaint and Answer filed
Walters – PJR A.A. Circuit Court Case No. C-02-CV-16-002203	R&P	Appeal of a Civil Service Board ruling affirming City’s decision to terminate; briefs/oral argument pending
Baywoods of Annapolis – PJR A.A. Circuit Court Case No. C-02-CV-16-001916	P&Z	Appeal of a Board of Appeals ruling granting application for variances; briefs/oral argument pending
Ross v. COA Court of Appeals Case No. 0265, September Term, 2016	PW	Petition for Writ of Certiorari to the Court of Appeals appealing a Court of Special Appeals decision affirming a decision of the A.A. Circuit Court denying a former City employee’s motion to re-open civil litigation
CDM Smith/Haskell v. COA U.S. District Court of Maryland, Case No. 1-16-CV-02621	PW	Breach of Contract lawsuit brought against City re: new Water Treatment Plant construction; Answer and counter-Complaint pending
Taylor v. COA A.A. District Court Case No. D-07-CV-15-009980	DOT	Complaint and Answer filed
MCCR / EEOC Cases:		
Thomas v. COA	APD	Claim filed; answer filed; fact-finding conference 1/28/16; MCCR decided in favor of City.
Spearman v. COA	APD	Claim and Answer filed
Administrative Hearings:		
Spriggs v. COA	PW	Hearing pending 9/19/16
Workers’ Compensation Appeals to Circuit Court:		
Imhof v. COA	APD	Trial date set for 6/11/15, however, Judge Manck granted Claimant’s motion to remand. Waiting on order and will discuss further action upon receipt of same; still awaiting order
COA v. Thomas	APD	Appeal noted on Occupational Disease (OD accepted/Temporary Total Denied). Discovery ongoing; awaiting scheduling order from the court; very early stages of litigation
Wroten v. COA	APD	Appeal of Workers’ Compensation Commission decision; mediation scheduled for 10/14/16
Martinez v. COA	APD	Appeal of Workers’ Compensation Commission decision; Discovery ongoing; awaiting scheduling order from the court; very early stages of litigation

COA v. McCall	DOT	
Terry, Jr. v. COA		
Union Grievances:		
Grievance – decision of personnel action by APD Chief	APD	Hearing pending
Grievance – failure to promote by APD Chief	APD	Hearing pending 9/23/16

Adopted Legislation:

(The City Council did not adopt any legislation during the month of August.)

Alcoholic Beverage Control Board:

Public Hearing

- **Mi Lindo Cancun - New**

Application for a new alcoholic beverage license Class B-2, Beer, Wine & Liquor, six a.m. to twelve midnight seven days per week (special Sunday license) by Gerardo Cruz-Magana for the premises known as, Mi Lindo Cancun, LLC T/A Mi Lindo Cancun, 2134 Forest Drive Street, Annapolis, MD 21401

Business and Miscellaneous

- **CHESAPEAKE BREWING COMPANY – Sidewalk Café with the service of alcohol**

Request to amend its License to serve Alcoholic Beverages on a portion of the premises comprising a Sidewalk Café.

- **LOEWS HOTEL - Substitution of officer**

Stephen Power to replace Carla Simpson

- **MCGARVEY'S SALOON**

Review of management agreement

- **STANTON COMMUNITY CENTER – Arbrey Allen Butler**

Request for Consumption on City Property permit for private rental party from 7:00 p.m. to 11:00 p.m. on Saturday August 13, 2016

- **STANTON COMMUNITY CENTER – Felipe Juarez Garcia**

Request for Consumption on City Property permit for private rental party from 6:00 p.m. to 11:00 p.m. on Saturday August 20, 2016

- **MAKE-A-WISH FOUNDATION** – Wishes on the Water

Request for a Special Class C, One Day Liquor License with Consumption of Alcoholic Beverages on City Property for the Wishes on the Water pre-boarding reception from 6:00 p.m. to 7:00 p.m. on August 18, 2016.

- **ARTS COUNCIL OF ANNE ARUNDEL COUNTY** – Special Event, September 17, 2016

Request for Special Class C, One Day Liquor License, Beer Only, with live music by the Arts Council of Anne Arundel County for the Annapolis Craft Beer & Music Festival on Saturday September 17, 2016 from 12 to 6:00 p.m.

- **REVIEW OF APPLICATION BY CHARLES CARROLL HOUSE FOR CLASS C ONE DAY LICENSES**

- **REVIEW OF LEGISLATION**

O-29-16 – Alcoholic Beverages – Refillable Container License

R-25-16 - Alcoholic Beverages – Refillable Container License (Related Fees)

- **SPECIAL CLASS C, ONE DAY LIQUOR LICENSES ISSUED IN AUGUST = 15**

CITY CLERK:

(August activity for City Clerk, Board of Supervisors of Elections will be reported in September memo.)

Public Safety Update

Fire Department

Monthly News/New Projects

- The Department responded to 878 calls for service this month and a total of 7060 calls for 2016 with the following breakdown:
 - EMS - 647 or 75%
 - Fire – 133 or 16%
 - Service – 68 or 7%
 - Rescue – 22 or 1%
 - Hazmat - 8 or 1%

Notable Incidents – August Highlights

8/2/16 - Shooting - Newtown Drive

8/7/16 - Shooting - Tyler Avenue
8/10/16 - Bomb Threat - Moreland Parkway
8/10/16 - Bomb Threat - Mini Court
8/10/16 - MVC with Rescue - Forest Drive at Bywater Road
8/23/16 - Technical Rescue - 519 Chester Avenue
8/23/16 - HazMat Incident - Jefferson Street
8/25/16 – OEM Citywide Preparedness Drill with 911 Phone Failure
8/26/16 - Boat Fire - 2nd Street
8/28/16 – Support Operations (EMS/Fire/Bomb Squad) Annapolis 10 Mile Run
8/29/16 - Assist AACo with Bank Robbery and Hoax Explosive Device - Jumpers Hole

EMS Notable Incidents – Monthly Highlights – Accomplishments

- Cardiac Arrest Survival Rate: 8 Cardiac Arrest with 1 patients with ROSC prior to arrival at ER
- Monthly Heroin/Overdose – 3 OD's, no known deaths
- EMS Fees Collected YTD – Fiscal YTD \$106,155.00
- EMS Transports: 504

Fire and Explosives Services Unit – Monthly Highlights – Accomplishments

- K-9 Responses - 6
- Investigations – 2
- Suspicious Package Responses – 9
- EOD Standby - 1
- Assist Police Incidents - 9
- Internal Investigations – 1
- Fire Safety Inspections - 12
- Lt. Spriggs assisted with Bombing of Police Vehicle (ATF Task Force)
- Lt. Spriggs assisted with Building Explosion and Fire – Montgomery County (ATF Task Force)

Other Events/Activities

- The Department responded to 3 City heroin overdoses with no known fatalities.
- The EMS Division conducted 5 citizen CPR courses, two in Spanish!
- Completed 132 new fire safety building inspections and 41 re-inspections (includes inspections conducted by station personnel).
- Chief Stokes acted as the City Manager for two weeks in August. (and the City is still standing!)
- Chief Powell traveled to the International Association of Fire Chiefs annual convention in Texas to accept our Safety Award.
- Participated in the OEM annual Drill on August 25th. - During the drill we tested our 911 system failure policy; we discovered a few problems that we are addressing.
- The Union (Local 1926) conducted their annual MDA fill the boot drive and collected \$13,000.00 for MDA.
- The Fire Marshal's Staff conducted 10 Fire Permit/Plan Reviews and 27 Building Permit Reviews.
- Our personnel installed 16 smoke detectors and 5 CO alarms and conducted 11 public education events.
- Training hours completed – 1584
- ISO rating – Class 2

- This month's Fire Prevention Message – "Test Your Smoke Alarms Monthly"
- Chief Stokes has been tasked by the City Manager with overseeing City Radio Upgrade/Replacement Project.
- Now that summer vacation time is over, Deputy Chief Remaley will begin the Sprinkler System Committee project in September.
- The Department provided service for the Annapolis 10 mile run and Navy Football Game.
- The Department participated in the National Night Out with a Auto extrication demonstration.
- The Fire Marshal's Office hosted the Maryland State Fire Marshal's Sub-Committee at the Pip Moyer Center.
- The Fire Marshal's Office discovered that some annexed properties are not listed in Trakit and as a result were not being inspected. They are addressing this issue with several Departments' in the City.
- Deputy Chief Remaley attended the monthly Anne Arundel County Criminal Justice Coordinating Council meeting.
- Chief Stokes attended the County Executive's Public Safety Core Group Team.
- Battalion Chief Butler is serving on committee to review Snow Emergency Routes in the City.

Financial Activity Report

- OVERTIME COSTS: (Note: Budgeted monthly average \$35,833.00).
- For the month of August the Department used 919.75 hours of overtime at a cost of \$53,107.39 this represents a usage of 12.35% of our total annual budget available for overtime. Our YTD overtime expenditures are \$117,790.72 or 27.39% of our annual OT budget.
- We currently have four (4) people on extended disability leave, two (2) on modified duty and three (3) firefighter vacancies.
- On 1/13/16 the Department submitted our request (\$500K) to the Federal Assistance to Firefighters Grant for fire department radios. RECEIVED NOTICE FROM FEMA WE DID NOT GET THIS GRANT.
- The Department has received a \$1.8 million FEMA SAFER grant request to replace the staffing on ladder Truck 36. The grant must be accepted by the City Council.

Major Planned Actions

- Continue with Smoke Detector outreach program.
- Conduct AFD Safety Survey.
- Develop Safety Program for Public Housing Residents – part of the Mayor's Initiatives.
- Conduct CPR training for Obery Court residents.
- Navy Football Games
- Gain approval from Council for SAFER grant
- Our Firefighters will be wearing pink T-Shirts in October in support of breast cancer awareness. All proceeds from the sale of the T-Shirts will be donated to AAMC.
- Begin winter preparations – snow chain checks. etc.

Emergency Management

Incidents and Events

- July 30th – Ellicott City Flash Flooding

OEM sent three Emergency Management Alerts to inform key officials, employees, and surrounding partners concerning situational awareness and Annapolis involvement in the Howard County Flooding response and recovery. The City of Annapolis sent six employees with the Baltimore Incident Management Team and one employee to support EOC Planning Efforts.

- August 16th, 2016 – Severe Thunderstorm Watch
OEM sent one Emergency Management Alert to inform key officials, employees, and surrounding partners about threats of thunderstorms, hail, and high winds expected to impact the Annapolis area.
- August 17th, 2016 – Flash Flood Watch
OEM sent one Emergency Management Alert to inform key officials, employees, and surrounding partners about threats of heavy rains and flash flooding expected to impact the Annapolis area.
- August 23rd, 2016 – Power Outages off Bay Ridge and Edgewood Roads
OEM sent one Emergency Management Alert to inform key officials, employees, and surrounding partners of approximately 1500 power outages in the Bay Ridge and Edgewood Roads area due to a power distributor failure.
- August 25th, 2016 – Annapolis Citywide Exercise
OEM held the 7th Annual Citywide Preparedness Exercise on August 25th. This year's exercise was based on a Category 3 Hurricane which tested the City's Preparedness Planning, Initial Response and Recovery Planning, and Emergency Sheltering Operations. Recreation and Parks Staff exercised the Roger "Pip" Moyer Rec Center as an Emergency Shelter by registering 35 volunteers as "shelterees." The Emergency Operations Center was exercised by introducing new Staff, who formed the "Purple Team," to the Operational Briefing and by compiling an Incident Action Plan. The Blue Team reported to the EOC to plan the initial response and recovery actions following the storm.
- August 29th-31st, 2016 – Tropical Activity Updates
OEM sent two Emergency Management Alerts to inform key officials, employees, and surrounding partners about increased tropical storm activity in the Atlantic Ocean and Gulf of Mexico. The increase of these weather systems is keeping OEM on high alert for storms that may affect the Annapolis area. Tropical Storm Hermine formed on August 31st and developed into a Hurricane on September 1st. The storm has the potential to impact Annapolis in the first week of September.

Planning

- OEM Staff met to discuss progress and tasks to be completed for the Citywide Exercise scheduled for Thursday August 25th.
- OEM staff conducted 17 interviews for the Office Associate IV position.
- On August 29th, OEM participated in a statewide conference call to discuss the planning process for the CALVEX Calvert Cliffs Full Scale Exercise and Ingestion Plan. Local jurisdictions will have to complete their plan by the end of October. The Exercise is set for 2017.
- OEM Staff worked with FEMA Public Assistance Representatives to finalize the reimbursement from Winter Storm Jonas which occurred in January of 2016.
- OEM Staff attended Navy Football Operations Meetings on August 8th and 29th. The first was an initial Preseason review, and the second was in preparation for the Fordham game on September 3rd.
- OEM staff participated in a conference call of the Urban Area Security Initiative Executive Committee on August 16th.
- On August 9th and 23rd, OEM Staff met with Recreation and Park staff to review Shelter Operations and solve any issues that were foreseen before the Citywide Exercise held on August 25th.
- On August 15th and 22nd, OEM Staff held conference calls with the Anne Arundel Department of Health regarding their role and participation in the Citywide Exercise on August 25th.

- On August 8th, 15th, and 22nd OEM Staff met with Lt. John Ortlieb to discuss the City's Evacuation Plan and compare it to the National Fire Protection Association Guidelines.
- On August 23rd, OEM staff took part in a conference call with Baltimore UASI Emergency Management Committee representatives. This meeting was to review and coordinate resources and ideas regarding the Regional Evacuation Workshop planning to be held in November of 2016.
- OEM is participating in the Snow Emergency Routes Committee to discuss and evaluate the status of Snow Emergency Routes in Annapolis.
- OEM staff continued to edit the Annexes for the City's Emergency Operation Plan.
- OEM staff continues to develop the Basic Plan and Recovery Support Functions of the City's Recovery Plan.
- OEM has engaged in discussions with a vendor to complete a grant funded update of the Natural Hazard Mitigation Plan. The objective is to have a contract in place soon.

Training/Exercise

- OEM staff held multiple planning meetings for the Citywide Exercise.
- On August 25th, OEM hosted the 7th Annual Citywide Preparedness Exercise. The scenario this year was a Category 3 Hurricane making landfall and affecting Annapolis to the point of evacuation and opening a shelter. City of Annapolis Departments and several external partners such as the Anne Arundel County Department of Health, Visit Annapolis & Anne Arundel County (VAAAC) Destination Marketing Organization and the United States Naval Academy Meteorologist Alex Davies, all came together to tackle the beginning stages of preparing for the Hurricane as well as the immediate recovery needs after the hurricane.
- On August 16th, OEM Staff invited new "Purple Team" members to the EOC to undergo training for Incident Action Planning and the building of the ICS 213 form.
- Emergency Management conducted Module 3 training for the Annapolis Call Center on August 9th in the Emergency Operations Center.

Outreach

- OEM staff assisted the Fire Marshal's Office in setting up and launching a CodeRED call to certain areas throughout the city for the Smoke Alarm Outreach Program. Approximately 500 calls went out in the month of August.
- On August 2nd, OEM staff participated in National Night Out.
- On August 16th, OEM presented on the partnership between the City of Annapolis and the Visit Annapolis & Anne Arundel County (VAAAC) Destination Marketing Organization at a meeting of the Maryland Destination Marketing Organizations in Annapolis.
- On August 17th, OEM staff attended the Oxford Landing Back to School event and provided kids with emergency preparedness information and literature.
- Downloads of the emergency management free mobile app "Prepare Me Annapolis" reached 2,244 as of August 22nd, 2016.
- OEM has increased its Twitter followers to 1,140.
- OEM has increased its Facebook 'likes' to 1,770.

Grants Management

- Emergency Management encumbered or received reimbursement funds related to the following grants in August 2016: Pre-Disaster Mitigation Grant; FY15 Emergency Management Performance Grant

(EMPG); FY15 State Homeland Security Grant Program (SHSP); and the FY15 Urban Area Security Initiative (UASI). FY15 EMPG, FY14 SHSP, and FY14 UASI are closed out with a few reimbursements still anticipated from the State.

August 2016	
Pre-Disaster Mitigation Grant	\$500.00
EMPG FY 2015 Staff Salaries (reimb.)	\$13,845.10
SHSP FY 2015 EOC Projects	\$899.25
UASI FY 2015 Emergency Planners (reimb. for contractor planner)	\$19,935.92
UASI FY 2015 Bomb Squad	\$34,758.42
	\$4,551.00
UASI FY 2015 Emergency Alert & Notification Systems	\$110,000.00
UASI FY 2015 Law Enforcement	\$12,155.06
TOTAL UASI FY 2015	\$181,400.40
TOTAL August Grant Expenditures	\$196,644.75

Police Department

Significant Incident/s:

Shooting 8/2/16 @ 2149 hours 700 Newtowne Drive

Officers responding to a discharging call located a 33 year old female victim suffering from a gunshot wound to her arm.

Shooting 8/7/16 @ 2228 hours 1415 Tyler Ave.

Officers responding to a discharging call located a 18 year old female victim suffering from a gunshot wound to her forearm. She had been seated in a vehicle when she was struck.

Agg. Assault 8/16/16 @ 2230 hours Clay & Pleasant Streets

On this date officers responded to a discharging call on Clay Street at Pleasant Street. The investigation revealed that Tyrone Thomas, b/m/22, of Annapolis fired a handgun at a vehicle occupied by two individuals. A warrant was issued for Mr. Thomas. He has been arrested and is currently being held at the detention center.

Overdoses:

APD responded to 12 overdose calls in the month of August. Eight for PCP, 2 Heroin, and 2 unknown substances. No Fatalities.

Miscellaneous Incidents :

Officers reviewed (4) reports during this period for potential JOINS status. Of these cases, (1) met the JOINS Criteria. There are currently (4) youths in the program. (4) Juveniles are on 3 month Supervised Probation. (0) juveniles are on unsupervised probation. A total of (12) home visits were made and (1) school visit.

Community Service Section attended the following meetings in August:

- CSAFE/ HEAT Team meeting
- UASI PIO Meeting
- Neighborhood Safety Meeting
- Homeless Coalition Meeting

Community Service Section participated in the following events:

- Most Wanted Taping
- Coffee with a Cop
- Eastport Civic Association Picnic
- Stanton Center Girls Club
- NNO Harbor House Rec Center/ Parking Lot
- NNO Annapolis Gardens
- NNO Bay Ridge Gardens
- Parole Elementary Celebration
- West St Library Community Helper Day
- Oxford Landing Backpack giveaway
- Annapolis Oaks Back to School
- Lighthouse Apostolic Church Back to School Event

Community Service Section participated in the following training:

- National Information Officers Association Conference
- Body Worn Camera training
- Character Counts training
- Lexipol Online Media training "No comment, how not to speak to the media"

Fleet:

- During the month of August 2016, Fleet Maintenance spent \$2,046.35 on parts and materials to service our entire fleet. There was 6721 gallons of fuel used by the department during this period. (This does not reflect fuel usage with FuelMan car holders).
- During the month of June 2016, NO vehicles were downed for major deficiencies and/or mechanical problems. The lease vehicle replacements were completed and other fleet vehicles were moved to augment deficiencies in our existing fleet. Recommendations have been made removed all non-police vehicles and replace them in this fiscal year as well as our utility truck.
- Two new patrol SUV's were delivered and will be sent out for up fitting in June 2016. Vehicles will go to Patrol and OPS when completed. Two additional vehicles will be delivered and their equipment had been ordered to streamline installation time from delivery time.

Recruitment:

- Off. Parker currently has approximately 8-12 lateral applicants in the process. Two are in the process of the polygraphs and four are in the pre-screen and oral board phases.
- In July 2016, two Lateral Police Applicants Djuan Henry and Kristopher Baum were hired on 7/28/16. They will begin training in August 2016.
- In August 2016, Brandon Ellis was hired as a Lateral Officer and will begin Field Training in September.
- PCO process was completed and only one was chosen for a conditional hire. She will be giving her conditional hire in September 2016.
- There are TWO applicants in the process for CCTV. Pre-screening and backgrounds are to follow.
- There is ONE AUX Officer application to be processed.
- ENTRY Level Police Officer testing to be held on September 17th 2016.

Records Section:

- For the month of August 2016, CIS has been requesting arrest reports weekly. This month record has provided more than 11 arrest and 12 background requests.
- Supervisor Buchanan taught 2 separate NCIC Class this month.
- Provided Transportation information on accidents involving Taxi cabs.
- Provided 1 report to Medical examiner.
- Our Records Section has been reduced by TWO employees, leaving the responsibilities of six onto the remaining two and their supervisor. While making things work at this point, our records section has been taxed and has relied on other source within the department to assist them in order to continue the highest level of customer service and departmental need.

Search Warrant Executions

Members of A.S.E.T. executed (3) search warrants, and had (1) Call out for a Barricade in the month of August, 2016. The following is a synopsis of each warrant:

On 8-5-16 at approx. 0112 hrs members of DEU and ASET executed a search and seizure warrant at 802 C Brooke Ct Annapolis, Md. Entry was made into the residence. Three adult females and one adult male were located inside. The male was the target of the search warrant. While searching the bedroom the male was located in, a spent 9mm shell casing was recovered from in between the mattress and the box spring of the bed. An empty .45 caliber handgun magazine was located under the bed. Also located in this bedroom, inside a plastic bin was an unloaded .22 caliber revolver. Numerous plastic bags containing CDS residue, sandwich

bags boxes and a digital scale containing suspected heroin residue were also recovered from this bedroom. Part of the serial number and the make and model of the revolver is unreadable.

16-3540 Search Warrant – On August 12, 2016 at approx. 0430 hrs ASET along with CID executed a search and seizure warrant at 1165 Medgar Evers Street in Annapolis in reference to an armed robbery that occurred on a previous date. Entry was gained through the unlocked front door. No injuries were reported. All subjects inside the residence were taken into custody without incident. After the residence was secured it was handed over to detectives for further investigation.

16-3677 Assist AACO QRT Search Warrant - On 18 August 2016 at 0630 hours ASET assisted Anne Arundel County's Quick Response Team with the service of search and seizure warrants at three separate structures, (all of which were in close proximity to one another). Sgt. Kintop forced the front door, and members of the team made entry. From the time the door was forced, until the residence was entirely cleared, members loudly and continuously announced "Police Department, Search Warrant." The sole (above-listed) occupants were located on the living room sofa by Dfc. Lathe. They were detained, and the remainder of the structure was cleared without incident. The secure location was turned over to Anne Arundel County Police.

16-3787 - ASET Call out for Barricade - On 8/25/16 at approx. 2339 hours, APD received a call for a subject being held at gunpoint at 930 A2 President St. Annapolis, MD 21403. Sgt. Kintop activated the Annapolis Police SWAT team and Negotiation team to take over the scene. Once members arrived, several attempts were made to the residence with negative results. Negotiators made contact with the possible victim who was not at the residence and was not in danger or being held against his will. ASET made entry to the residence using the key. The Scout Recon was deployed to clear the residence. Once the residence was deemed clear, members of ASET made entry and conducted a physical search of the residence. The residence was unoccupied.

AUGUST MEETINGS AND EVENTS 2016				
Date	Event / Meeting	Location	# Officers	Costs
08/02	Navy Band	City Dock		
08/03	Dining Under the Stars	1 st Blk West St		
08/04	Tides & Tunes	2 nd St		
08/05	Chambers Park Music	Chambers Park		
08/05	Rotary Crab feast	NAAA Stadium		
08/06	Parole Fun Fest	Parole Elem.		
08/10	Dining Under the Stars	1 st Blk West St		
08/16	CURSA Video	Downtown		
08/07	1 st Sunday	1 st Blk West St		

08/08	Navy Football Meeting	NAAA Stadium	Gibbs	
08/09	Navy Band	City Dock		
08/09	Striders Meeting	APD	Gibbs	
08/11	Tides & Tunes	2 nd St		
08/17	Dining Under the Stars	1 st Blk West St		
08/18	Tides & Tunes	2 nd St		
08/18	Make-A-Wish	City Dock		
08/19	Chambers Park Music	Chambers Park		
08/24	Dining Under the Stars	1 st Blk West St		
08/25	Nat'l Parks 100th	City Dock		
08/28	Striders 10-Mile Run	City Wide	25 Officers	\$4,467.96
08/29	Navy Football Meeting	NAAA Stadium	Gibbs	
Total				\$ 4,467.96

Speed Camera Approvals:

8/2/16- Speed camera approvals (22 approvals, 0 rejections)
 8/10/16- Speed camera approvals (83 approvals, 5 rejections) **1hr**
 8/12/16- Speed camera approvals (52 approvals, 5 rejections) **.5hrs**
 8/13/16- Speed camera approvals (91 approvals, 12 rejections) **1hr**
 8/16/16- Speed camera approvals (30 approvals, 2 rejections) **.5hrs**
 8/24/16- Speed camera approvals (187 approvals, 10 rejections) **2hrs**
 8/25/16- Speed camera approvals (24 approvals, 5 rejections) **.5hrs**
 8/26/16- Speed camera approvals (54 approvals, 5 rejections) **.5hrs**
 8/30/16- Speed camera approvals (40 approvals, 2 rejections) **.5hrs**
 8/31/16- Speed camera approvals (35 approvals, 5 rejections) **.5hrs**

Reported Hate Crimes:

There were no incidents reported for the month of August 2016.

Volunteer Hours:

Auxiliary Police:

Joann McCann	0	ytd: 44.5
Maximilian Balzano	0	ytd: 45
Richard Comier	06	ytd: 30
Veronica Brown	19	ytd: 54

Carmela Watts	14	ytd: 14
Total Auxiliary volunteer hours:	39	YTD 187.5
Total hours of patrolling:	0	
Total parking citations:	0	

Administrative Volunteers:		Hours:	YTD
Diane Batins	Central Records Unit	18	140
Dixie Doyle	Community Service Unit	10	72.5
Williams Sachs	Central Records Unit	04	154
C. W. Yarrow	Fingerprinting	7.5	30.5
Total Administrative Volunteer Hours:		39.5	396.5

Building Activity

- Annapolis Harbormaster's Bldg (1 Dock St - #BLD16-0081) Permit issued 3/18/16 to replace roof. No inspections to date.
- Annapolis Transportation Department (308 Chinquapin Round Rd #BLD15-0406) Permit issued 7/31/2015 for alterations and repairs. No inspections since January 2016. Still waiting on U.L. certification of equipment.
- Annapolis Yacht Club (2 Compromise St #BLD15-0840) Permit issued 1/8/16 to stabilize building due to fire damage.
- Annapolis Yacht Club (2 Compromise St #DEM15-0043) Permit issued 1/8/16 demolish fire damage. Fire damage demo complete. This permit being kept open until building permit is issued.
- Annapolis Yacht Club (12 Dock Street – #BLD16-0026) Replace kitchen equipment - Permit issued 4/20/2016. No inspections to date.
- Annapolis Yacht Club (2 Compromise Street-DEM16-0032) Permit issued 7/12/16 for interior demolition. Contractors met on site and are preparing to remove the remaining interior finishes and mechanical equipment.
- Bywater Park (800 Bywater Road – #GRD15-0053) Permit issued 8/18/16 for Stream Restoration project.
- Chart House Restaurant (300 Second Street #BLD14-0311) Permit issued 9/5/14 for Phase I work to include enclosing existing exit stair, new appetizer prep area in kitchen; new entry, bar, dining room, restrooms & private dining room. Job is progressing.
- Chart House Restaurant (300 Second Street #BLD14-0312) Phase II alterations. Last inspection 4/8/15. No change. Progress inspection passed 1/27/16. HVAC balance report has been received. Working on final inspection punch list.
- Chick-Fil-A (2025 Somerville Road #GRD15-0037) Grading permit issued 2/23/16 for new Chick-Fil-A restaurant.
- Chick-Fil-A (2025 Somerville Road #BLD15-0486) Permit issued 2/23/16 for new Chick Fil-A Restaurant. Job is progressing. Ceiling close in passed 9/1/16.

- Chipotle – (36 Market Space–#BLD15-0515) Permit issued 7/11/16 for new restaurant.
- City Hall (160 Duke of Gloucester Street – BLD13-0621) Permit issued 5/24/16 to add concrete pad & generator. Inspections are progressing.
- City Hall (160 Duke of Gloucester Street – BLD16-0188) Permit issued 5/24/16 to replace HVAC and ductwork.
- Corner Bakery Café (2140 Forest Dr #BLD15-0772) Permit issued 3/23/16 for tenant fit-out. Failed framing inspection 5/2/16. The plumbing inspector reported the general contractor has abandoned the project.
- Criswell Audi (1833 West Street #GRD15-0011) Permit issued 10/2/15 for grading for new commercial building. Job is continuing to progress.
- Criswell Audi (1833 West Street #BLD15-0204) Permit issued 10/2/15 for new commercial building. Job finalized 8/19/16.
- Eastport Elementary School (420 Fifth Street #GRD15-0015) Grading permit issued 9/3/15 for addition.
- Eastport Elementary School (420 Fifth Street #BLD15-0196) Permit issued 9/3/15 for Kindergarten addition. Job finalized 8/17/16.
- Eastport Fire Dept. (914 Bay Ridge Avenue-BLD16-0294) Permit issued 7/1/2016 for interior alterations to meeting room, etc.
- Elevate Life Wellness Center (1730 West Street, #104/105-BLD16-0359) Permit issued 7/29/16 for tenant fit-out.
- Evelyn's Place (24 Annapolis Street – #BLD15-0441) Permit issued 5/24/16 for tenant fit-out for new restaurant. No work started to date.
- Georgetown East Elementary School (111 Dogwood Road #GRD15-0031) Grading permit issued 9/11/15 for addition.
- Georgetown East Elementary School (111 Dogwood Road #BLD14-0783) Permit issued 9/11/15 for Kindergarten addition. Job finalized 8/17/16.
- Georgetown East Elementary School (111 Dogwood Road #BLD15-0602) Permit issued 12/02/15 for renovations to Administrative Offices. Job finalized 8/17/16.
- Kagan Law Group (238 West Street– #BLD16-0316) Permit issued 8/2/2016 for tenant fit-out.
- Lighthouse Bistro (202 West St #BLD15-0215) Permit issued 11/18/15 for alterations to former lighthouse shelter for new bistro. Insulation inspection passed 8/24/16.
- Lupita's Restaurant (1313 Forest Drive – #BLD15-0768) Permit issued 6/13/2016 to expand restaurant .
- Mary E. Moss Academy (245 Clay Street – #BLD16-0381) Permit issued 8/31/2016 for minor renovations.

- Mi Lindo Cancun (2134 Forest Drive–BLD16-0193) Permit issued 7/22/2016 for new restaurant. Trade permit inspections progressing. Framing inspection passed 9/1/16.
- Mission Barbecue (142 Dock Street #BLD15-0816) Passed final inspection and received U&O.
- New Leaf Message (56 Maryland Avenue – BLD16-0310) Permit issued 7/7/16 for tenant fit-out. Partial framing inspection passed 8/2/16
- Osteria (177 Main Street #BLD12-0932) Grease interceptor has been installed and contractors replacing the sidewalk.
- Rocky Gorge (Aris T. Allen Blvd #GRD14-0006) Grading permit issued for new development. Progress inspection 12/31/15 failed. Site needs to be stabilized.
- Rocky Gorge (Aris T. Allen Blvd #BLD14-0252) Permit issued 6/25/14 for 1st single family dwelling in Rocky Gorge development. No inspections to date.
- Sailor Oyster Bar (196 West Street #BLD15-0744) – Permit issued 01/13/16 for new restaurant. Job finaled 8/10/16.
- Scott Brothers Liquor Store (936 Bay Ridge Road – #BLD16-0078) Expand into neighboring unit. Permit issued 4/28/2016. Framing inspection passed 7/6/16.
- Stanton Center (92 W. Washington Street – #BLD15-0527) Permit issued 8/31/2016 for minor interior work.
- TenTen Ramen (137 Prince George Street – BLD16-0303) Permit issued 7/20/16 for new restaurant. Interior demo exceeded the scope of the permit. Insulation inspection passed 8/19/16.
- The Children's Guild (2000 Capital Drive #DEM15-0042) Permit issued 12/30/15 for interior demolition for new tenant. No inspections to date.
- 3 Sisters Boutique (170 Main Street – BLD16-0272) Permit issued 7/1/16 for tenant fit-out . Framing and insulation inspections passed 8/18/16.
- Village Greens (S. Cherry Grove Avenue, starting with #BLD11-0026 et al) Job progressing. Some permits finaled. Some townhouses are under construction. Quite a few have been finaled. Job is progressing.
- Watergate Village Apartments (700 Americana Drive #BLD15-0485) – Entire building repairs due to fire damage. Permit issued 4/29/2016. Passed a partial framing inspection 9/9/16 work is progressing.
- West Annapolis Elementary School (210 Annapolis Street #GRD14-0016) Permit issued 12/12/14 for grading for addition. Permit finaled 8/9/16.
- Wings of Fancy Day Spa (93 Main Street – BLD16-0288) Permit issued 7/21/16 for tenant fit-out.
- 400 & 406 Chesapeake Ave (#DEM15-0028) Permit issued 3/18/16. Permit finaled 8/29/16.
- 400 & 406 Chesapeake Ave (#GRD15-0042) Permit issued 3/18/16 for grading for new mixed residential and commercial building. Progress inspections being done.

- 400 & 406 Chesapeake Ave (#BLD15-0557) Permit issued 3/18/16 for new building. Job is progressing.
- 508 Chinquapin Round Road (#DEM16-0018) Permit issued 8/1/16 to demolish building (Formerly Pit Boys site).
- 110 Compromise Street (Old Fawcett's Building- #DEM16-0028) Permit issued for interior demolition.
- 110 Compromise Street (Formerly Fawcett's - #BLD16-0289) Permit issued 8/30/16 for renovation and addition. No tenant yet.
- 122 Main Street (GRD15-0035) Grading for new commercial building – Permit issued 2/12/2016.
- 122 Main Street (BLD15-0395) Permit issued 2/12/16 for new commercial building. Inspections are progressing.
- 1023 Spa Rd (Formerly Annapolis Radiator – DEM16-0007) Permit issued 3/18/16 to demolish existing building.
- 1023 Spa Rd (Formerly Annapolis Radiator – GRD14-0023) Grading permit issued 3/18/16 to remove unusable fill. Progress inspections being done.
- 15 West Street (#BLD15-0584) Permit issued 12/10/15 for interior alterations for new tenant. Mechanical, electrical, plumbing work ongoing. Shaft wall inspection passed 6/6/16.
- 1801 West Street, #104 (#BLD15-0608) Permit issued 11/10/15 for alterations for new auto repair shop. Job is progressing.
- 505 Oaklawn Avenue (#GRD13-0019) Permit issued for 3/13/14 for grading associated with subdivision. Permit finalized 8/4/16.
- Various locations throughout the City (#BLD15-0632) Permit issued 10/9/15 to install 11 bus shelters.

Planning Activity

Comprehensive Planning

August: Developed PALS curriculum

- August: Coordinated Working Waterfronts materials and preparation of branding efforts
- August: Reviewed draft of Upper West Street Sector Study
- August: Reviewed future conditions report for Eastport Traffic Study
- Aug. 23: Attended monthly BRTB transportation meeting in Baltimore
- Aug. 26: Kickoff meeting for Monarch Academy traffic impact study

Current Planning

Monthly News/New Projects:

- Special Exception (SE2016-007) for Anne Arundel County, to construct a new 32,500 sq.ft. library on the site of the existing Annapolis Library, located at 1410-1420 West St.,
- Variance (VAR2016-017) for Real E. Gordon Family, to vary the City's critical area steep slope policy to construct a new single-family home and shed, located at Porter Dr.,
- Administrative Interpretation (ADM2016-010) for Joseph L. Gibson, for a zoning verification letter concerning the existing non-conforming service station, located at 210 Ridgely Ave.,
- Site Design Plan Review (SDP2016-046) for Real Es.Jabin Family, to remove an existing maintenance building and replace with a new building in the same location, located at 7310 Edgewood Rd.,
- Site Design Plan Review (SDP2016-049) for Alyssa E. Henry, to allow a second floor addition within the existing house footprint, located at 4 Chester Ave.,
- Zoning Certificate (ZC2016-012) for Anne Arundel County, to add a brick memorial walkway at West Annapolis Elementary School, located at 210 Annapolis St.,
- Zoning Certificate (ZC2016-015) for Matthew Horr, to construct a 120 sq.ft. shed in the rear yard, located at 131 Archwood Ave.,
- Site Design Plan Review (SDP2016-043) for Annapolis Yacht Club, to reconstruct in-kind the Annapolis Yacht Club structure that was damaged by fire, located at 2 Compromise St.,
- Site Design Plan Review (SDP2016-048) for James Bowersox, to renovate and expand the existing single-family dwelling and also construct a detached garage, located at 423 Third St.,
- Subdivision (SUB2016-008) for Annapolis Yacht Club, for plat of consolidation, located at 2 Compromise St.,
- Subdivision (SUB2016-009) for Annapolis Yacht Club, for plat of consolidation, located at 305-321 Burnside St.,
- Site Design Plan Review (SDP2016-045) for Ethel Parker, to construct a two-story side addition and a second story rear addition to an existing single-family dwelling, located at 514 Burnside St.,
- Zoning Certificate (ZC2016-011) for Robert Shoemaker to replace existing driveway pavers with new pavers and add 1.5' x 4' paver area,
- Variance (VAR2016-016) for WFC Flagship, LLC, to renovate the existing one-story residence and turn the existing screen porch into heated living area, located at 307 President Pl.,
- Zoning Certificate (ZC2016-014) for Joseph Rice, to construct a 10' x 12' shed, located at 712 Genessee St.,
- Port Wardens (PORT2016-013) for Scott Snyder, to redeck 70' x 5' of pier, replace stringers and add a 2,800lb (2 pole) boat lift and rebuild the existing bulkhead 18" channelward 90' long, located at 708 Warren Dr.,
- Port Wardens (PORT2016-014) for Richard Rathman, to install a living shoreline with stone sill, located at 523 Horn Point Dr.,
- Port Wardens (PORT2016-015) for Terence Smith, to install a living shoreline with stone sill and replacement of existing jetty, sill and revetment, located at 525 Horn Point Dr.,
- Forest Conservation Plan (FCP2016-001) for Anne Arundel County, to review the redevelopment of the Annapolis Regional Library for compliance with the Forest Conservation Act, located at 1410-1420 West St.,

Major Planned Actions:

- Planning Commission, September 1, 2016: Meeting Cancelled
- Board of Appeals, September 6, 2016:

Public Hearings and Deliberations:

1. SE2016-006 – Special Exception Application by MJ leading Company, Inc. and Greenfield Properties, LLC, to expand a special exception approval for an existing standard restaurant with alcoholic beverage service, on property located at 105 Main Street into the adjacent property located at 103B Main Street

Community Development

Community Development Block Grant

The Community Development (CD) Administrator Completed the final draft of the CDBG HUD Consolidated Annual Performance and Evaluation Report (CAPER). This document reports the City of Annapolis' success in meeting the housing and community development goals and objectives contained in its Five-year Consolidated Housing and Community Development Plan and FY 2016 Annual Action Plan. The narrative section of the report contains three basic elements: 1) a summary of resources and programmatic accomplishments; 2) the status of actions taken during the year to implement the City's overall strategy; and, 3) a self-evaluation of progress made during the past year in addressing identified priority needs and objectives. Also, included in the CAPER are the required Integrated Disbursement and Information System (IDIS) reports, which provide data on the City's accomplishments for FY 2016. The CAPER is Due September 28, 2016 and will be available for public comment from September 5, 2016 to September 23, 2016.

The CD Administrator updated the CDBG webpage to include the FY 2017 Action Plan and the draft CAPER for public comment.

Mailed executed CDBG grant agreements and completed Purchase Orders the CDBG Program recipients.

Central Services completed and released the RFP for the Stanton Center floor project. Several vendors attended Central Services held a pre-bid conference at the Stanton Center. The bids are due 9/18.

Homeless

The City and the Light House received a \$128,000 Emergency Shelter Grant (ESG) award from Maryland Department of Housing and Community Development for case management, operating expenses and HMIS.

The CD Administrator also completed a \$25,000 Rental Allowance Program application which are entitlement funds from the Maryland Department of Housing and Community Development which are administered by the Community Action Agency for homeless prevention.

The CD Administrator attended the Homeless Coalition Board Meeting to rate and rank applications that the partnership will submit for an \$2,000,000 application to HUD for Continuum of Care funds. These funds are

used to provide permanent supportive housing and rapid rehousing programs in Annapolis and Anne Arundel County.

MPDU Program

Continued reviewing MPDU legislation for possible changes to address problems with the program, especially the lack of eligible prospective buyers for the for sale units. Assisted two potential homebuyers who were having difficulty with eligibility requirements and as a result, revised the process for when applicants receive their Eligibility Certificates for the Program

Miscellaneous

Continued work on repairing Old Fourth Ward Kiosk. One panel of three has faded and needs to be replaced. Have been coordinating panel colors, artwork, and panel measurements with Signcraft (installer) and Fossil (fabricator) in hopes of having the project completed in September

The CD Administrator met with the district representative from Home Depot to explore funding for three projects in the Clay Street Neighborhood, Morris Blum building, Stanton Center and the BCDC Veterans Housing Project. Funding depends on the number of veterans that receive benefit from the project. There may be some significant funding available from the Home Depot Foundation for the BCDC project and they will work directly with Home Depot on securing those funds.

Home Depot expressed an interest in doing a "Team Depot Project" in sprucing up the Morris Blum community room and foyer on the first floor. The Blum building houses 18 vets. The wish list includes painting, new window treatments, lobby furniture, potted plants, new tables, etc. We are working with HACA to develop specifications so that we can inform Home Depot on quantities of paint etc. needed for the project. We hope to hear back next month on whether the project will be approved. We are also looking at the Stanton Center but need more information on vets served before we can proceed.

The CD Administrator attended HACA Commissioners meeting and a meeting with HACA The CD Administrator on progress toward meeting the code requirements for HACA rental licenses.

Historic Preservation

Administrative approvals issued - 22

Total estimated costs of approved applications - \$302,039.50

Private - \$300,039.50

Public - \$2,000.00

Public Hearing approvals issued - (No Meeting in August)

Total estimated costs of approved applications -

Private - \$

Public - \$

Account Name	Allocated	Expended	Current Balance
Heritage Commission	\$5,000.00	\$234.00	\$4,766.00

Annapolis Lndmrk. 50 th Anniv.	\$35,000.00	27,044.88	\$7,955.12
HPC Consultants	\$15,000.00	\$8,000.00	\$7,000.00
Cultural Landscape Survey	\$100,000.00	\$69,724.72	\$30,275.28

Administration

- Annotated bibliography completed by intern on research / best practices for Climate Change hazard mitigation and sea level rise adaptation.
- Continuing training for P&Z representation in OEM Call Center

Planning

- **Weather It Together**
 - **Planning:** Meetings with Planning team to discuss/refine scope of work; Bid & finalized scope of work submitted for CRHMP by local consulting team
 - MIT GIS team completed maps of flooding area to include demographics and 1% and .2% projection mapping for flooding / SLR; met with Pictometry, City & County GIS staff to discuss services for flood modeling in downtown Annapolis
 - Core Team Meeting scheduled for September to include Servpro representations addressing Disaster Recovery - Case Study Ellicott City.
 - **Public Outreach:** HPD Staff presented the Annapolis Model as a keynote speaker at the Florida Public Archaeology Network Summit (St. Augustine, FL); submitted two session proposals on community engagement and economic analysis for American Planning Association Conference; solicited as keynote speaker for Maryland Floodplain Managers Conference; submitted session proposal to MD/DE APA conference on economics of Sea Level Rise; invited by MHT to present to State Adaptation & Resilience Working Group Annapolis model for Resilience planning
- **PALS:** Weather It Together Design Concepts for structural adaptation for Historic District now topic for a PALS landscape design studio at UMD
- **Economic Study** - Scope of work defined and ready for release. CVB unable to provide any additional funding support. Economic Development and 50th Anniversary funds to underwrite a modified study on economic benefits/impacts of heritage/historic preservation to include historic downtown, Main Street, Maritime and SLR
- **Cultural Landscape Survey / Report** - Project on hiatus until additional staffing/contract resources secured to complete.

Stewardship

- Reviewed pre-application submission with DPW for Cornhill St. curbing and sidewalk repair/replacement.

Enforcement

- 2 Maryland Avenue - Replacement of wood windows with vinyl windows without a Certificate of Approval. Court of Appeals date set for September
- 51-53 West St.- Alteration of front facade of building (mural) without a Certificate of Approval. Court Date set for: October 4, 2016

- 4 Shipwright St. - Completion of masonry repointing on Upton Scott House not in compliance with issued Certificate of Approval. Circuit Court date pending.
- Maryland Public Information Act (PIA) request filed by Jonathan Hollander-Chesapeake Property Management, LLC for “all citations issued to any person or entity for failure to submit an application for Certificate of Approval to the Historic Preservation Commission and any resulting court Orders from January 1, 21010 to present.” Information provided.

Documentation / Designation

- HPD Staff and Consultants completed documentation for determining eligibility for landmarking Community Health Center at Parole. Narrative to be reviewed by Annapolis Heritage Commission Sept. 7 and HPC will consider on September 22.
- HPD Staff and Consultants met with property owner of Primrose Hill (NR property) to begin documentation of property for determination of eligibility as a City of Annapolis Landmark. Working with legal staff to draft easement agreement.

Survey / Inventory

- Discussed with UMD PALS program continued survey work for Eastport. No interest in survey for current semester. Will continue to discuss survey option for Spring Semester with College of Information Studies Director.

Education / Outreach

- Planning for 9th Preservation 50 Lecture Series event: Continuity and Flexibility in Managing Change: Fifty Years of American Historic Preservation scheduled for Sept. 13, 6 pm, City Council Chambers. Presentation by NPS Chief Historian, John Sprinkle and NPS Historical Architect, Audrey Tepper.
- Planning for 6th annual Navy/Marine Corps Birthday Breakfast slated for October 17, 8 am at Annapolis Waterfront Hotel. Celebrating “Year of the Woman:40th Anniversary of Female Admittance of USNA”
- Working with Heritage Commission members on planning for production of “Walk Eastport: Scavenger Hunt for History” walking tour brochure and Maryland Day 2017 event.

Economic Development

- Assisted 33 businesses and nonprofits to connect them with potential loans/investors and no-cost consulting, locate space, resolve permitting, signage and loading issues, and conduct ribbon-cuttings
- Continued to work with web developer to design the new Annapolis Economic Development Website
- Prepared a press release regarding 6 City companies that made the Inc. 5000 list, as well as conducted outreach to the 6 companies
- Research and develop a description of a new business opportunity and branding concept and workshop for the Design District
- Participated in 74 meetings and events with city departments and business support organizations to:
 - Address policies to mitigate vagrants, homeless and street entertainers
 - Shape new parking, loading zone and park-and-shop voucher program policies
 - Align business development, events and marketing strategies with AAEDC, AAACCC, Downtown Annapolis Partnership, Annapolis Arts District, AIPPC, Design District, West Annapolis, and Maryland Retail Association, U.S. SBA, IRS, TEDCO and Start Up America

- Plan business continuity workshop w/OEM, HPD
- Assist with shepherding (including reviewing/editing reports, conference calls, meetings, etc.) six studies/initiatives underway, each of which has economic development impacts
 - West Street Sector Study
 - PAL Studies: Citywide Economic/Land Use Inventory/Analysis and Comprehensive Maritime Economic & Zoning Study
 - BEACON Market Assessment Study re: Crystal Spring
 - Historic and Cultural Heritage Assessment
 - Sea Level Rise (SLR) & Economics of Hazard Mitigation
 - Working Waterfronts Maritime Marketing (parts of this and others will offer pieces of data before doing a full Comprehensive Maritime Economic & Zoning Study)

Recreation and Parks

Recreation

- Latchkey Programs opened the first day of school – August 22, 2016. School sites include Annapolis, Germantown, Georgetown East, Hillsmere, West Annapolis, & Walter S. Mills-Parole and provide affordable childcare for working parents in our community. Approximately 180 children are registered for the program.
- Completion of Summer Camps - Truxtun Park Day Camp, Kids Camp, Recreation and Enrichment Camps and Splash Camps over 1000 children participated throughout the summer.
- The Truxtun Pool has closed for the Summer. A total of 1,072 Camp Children visited the pool, 96 participated swim lessons, and 1,390 patrons used the pool during general open swim.
- Men's Summer Basketball League concluded. Fall athletic field permits have been confirmed for 15 Youth Organizations. Fall Adult Softball Leagues have begun with 20 teams participating.
- Stanton Center Summer Camp concluded with a field trip to the National Air & Space Museum on Aug. 4th.
- Get Smart Club (after school homework club) began on Aug. 22nd.
- The new Get Smart Club Library opened and has accumulated 1,345 books for children.

Parks

- Construction started on Davis Park renovation project on August 21st. The project includes removing the asphalt surfacing and installing sod in its place with a stamped concrete walkway in the center portion of the park. The Park Staff will also be installing new bollards and trash/recycle containers and new park signage once the contractor has completed the renovation.
- Planning is under way for our Nature Play Area at Lookout Point in Truxtun Park funded by a private donor.
- The Fall GreenScape event will take place on Saturday, October 22. Volunteers will plant tulip and daffodil bulbs at various public spaces throughout Annapolis. Staff will start accepting orders on September 12. A press release was sent out informing the public about the program.
- Memorial Tree and Bench Program - Staff delivered brochures to local funeral homes to help promote the program.

- Pip Moyer Recreation Facility Repairs during August included:
 - Fixing the partition that divides PMRC Meeting Rooms 2 and 3.
 - Steam cleaning all the chairs, the carpeted areas and all the floor mats.
 - Staff did a major cleaning and painting of the Auxiliary Gym.
- Hosted an Emergency Management Shelter Exercise on August 25th in conjunction with the Office of Emergency Management.

Harbormaster

- An agreement was reached Anne Arundel County for the Harbormaster Office to patrol the Anne Arundel County portion of Weems Creek.
- The Harbormaster Office received approval of a \$99,000 grant from the Maryland Department of Natural Resources for Waterway Improvements. These funds are to be used to make improvements to boater facilities within the City. The funds will be used to replace the wood decking at City Dock.
- The Harbormaster Office received approval of a \$25,000 grant from the Maryland Department of Natural Resources for Abandoned Boat and Debris Removal from City Waterways.
- A grant funded project to install cameras on the Eastport Bridge was completed in August. The Harbormaster office now has visual capabilities to view the Mooring Field in St. Mary's Cove from the office.

Transportation

Monthly News

Capital Grant from Maryland Transit Administration (MTA)

The Transportation Department has been awarded capital funds by MTA to support Annapolis Transit operations in FY 2017. Total grant amount is \$345,340 excluding 10% local match. The grant application with MTA was approved by City Council Resolution R-6-16 in February 2016. Below are the grant funds by project.

FY 2017 Capital Grant Award from Maryland Transit Administration (MTA)

Capital Item	State	Local	Total
Preventive Maintenance	\$315,000	\$35,000	\$350,000
Support Vehicle Replacement	\$22,500	\$2,500	\$25,000
Heavy duty floor jacks	\$7,840	\$871	\$8,711
Total	\$345,340	\$38,371	\$383,711

Activity Report

Transit Operations

Service Hours and Service Miles

Total Service Hours in August 2016: 4,603.5 hours

Total Service Miles in August 2016: 50,111 miles

On-Time Performance

Annapolis Department of Transportation defines on-time as the percentage of trips departing from all scheduled time points between 0 and 5 min after their scheduled departure time. On-time performance may be affected by factors beyond the control of the transit agency, such as traffic congestion, accidents, weather, etc. The on-time performance for both fixed route and ADA paratransit services in August 2016 is as follows:

Fixed Route: 87%

ADA Paratransit: 99.97

Monthly Ridership and Revenue by Route (Tables 1 and 2)

Table 1 August 2016 Unlinked Passenger Trips

Route	August 2016	August 2015	% Change
Red	5,364	5,742	-6.58%
Yellow	2,504	2,700	-7.26%
Green	6,316	7,789	-18.91%
Orange	1,580	2,417	-34.63%
Gold	1,974	2,711	-27.19%
Brown	6,256	7,635	-18.06%
Purple	3,065	3,634	-15.66%
Circulator *	4,634	4,977	-6.89%
State Shuttle	2,338	3,627	-35.54%
Paratransit	535	489	9.41%
Total	34,566	41,721	-17.15%

*Circulator trips reported by SP+

Table 2 August 2016 Farebox Revenue

Route	August 2016	August 2015	% Change
Red	\$7,646	\$7,505	1.88%

Yellow	\$1,534	\$1,444	6.23%
Green	\$9,423	\$11,093	-15.05%
Orange	\$2,482	\$2,824	-12.11%
Gold	\$2,255	\$3,380	-33.28%
Brown	\$8,864	\$10,453	-15.20%
Purple	\$2,569	\$3,111	-17.42%
Circulator	N/A	N/A	0.00%
State Shuttle**	\$629	\$582	8.08%
Paratransit	\$704	\$699	0.72%
Total	\$36,106	\$41,091	-12.13%

**Excludes fares from State employees

Parking

Parking Garages – Vehicles Parked and Revenue, August 2016

Table 3. August 2016 Vehicles Parked

Garage/Lot	Transient Parkers	Monthly Parkers	Total
Gotts	16,427	242	16,669
Hillman	24,715	325	25,040
Knighton	4,974	160	5,134
Park Place**	7,454	743	8,197
South Street Lot	1,120	13	1,133
Larkin Street Lot	0	50	50
Total	54,690	1,533	56,223

Table 4. August 2016 Parking Garage/Lot Revenue

Garage/Lot	Transient Parkers	Monthly Parkers	Total Revenue
Gotts	\$115,034.00	\$42,965.00	\$157,999.00
Hillman	\$214,027.00	\$42,850.00	\$256,877.00
Knighton	\$21,755.00	\$14,150.00	\$35,905.00
Park Place**	\$44,143.00	\$58,090.18	\$102,233.18
South Street Lot	\$10,430.00	\$2,925.00	\$13,355.00

Larkin Street Lot	\$0.00	\$11,250.00	\$11,250.00
Total	\$405,389.00	\$172,230.18	\$577,619.18

Table 5. On-Street Parking, July 2016

Meter Revenue	\$178,877.09
Parking Violation Revenue	\$14,655

Overtime and Leave (sick, vacation personal) Hours

Overtime is mainly a function of sick, vacation and personal leave, particularly, in transit operations. There was no overtime in Administration. Below are the overtime hours and leave hours by division for the period July 28, 2016 through August 24, 2016.

Table 5 Summary of Overtime and Leave Hours – July 28 – August 24, 2016

Division	Overtime	Leave (sick, vacation and personal, etc)
Parking Enforcement Officers & Parking Meter Technicians	8.5 hours	141 hours
Transit Vehicle Operations – Bus Operators only	363.5 hours	665.5 hours
Transit Supervision	34 hours	136 hours
Vehicle Maintenance	23.5 hours	121 hours